# **How To Review OGE 450 for Supervisor**

### Before you Begin . . .

- You need your Common Access Card (CAC) to eSign your OGE 450 Report.
- You must be registered as an FDM user. Refer to <u>How</u> to Self Register for FDM for details.
- You must login to FDM. Refer to <u>How to Login to FDM</u> for details.

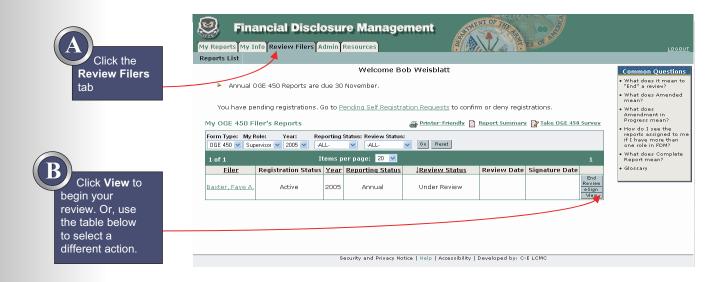
#### **Overview**

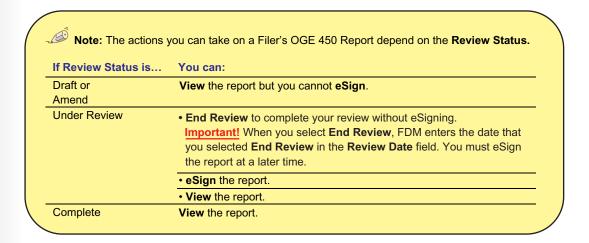
This How To Guide provides instructions for:

- Selecting an OGE 450 Report to review
- Using the Reports List Filters
- Reviewing an OGE 450 Report
- eSigning an OGE 450 Report
- Adding Comments

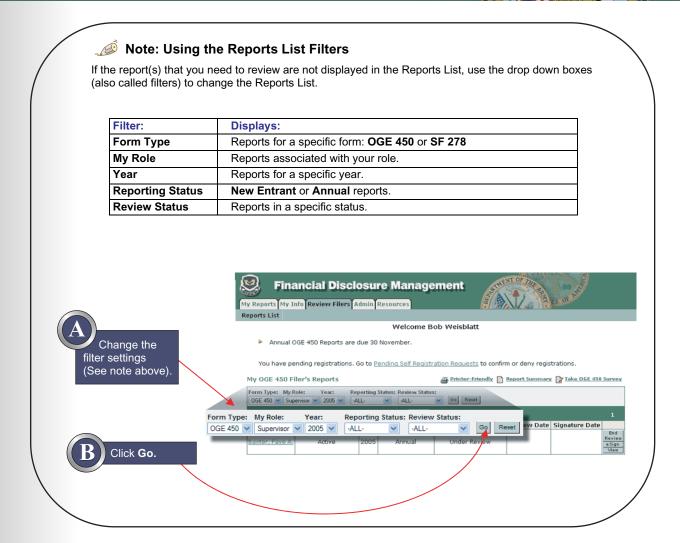
### **Getting Started**

1. Select a Report to View

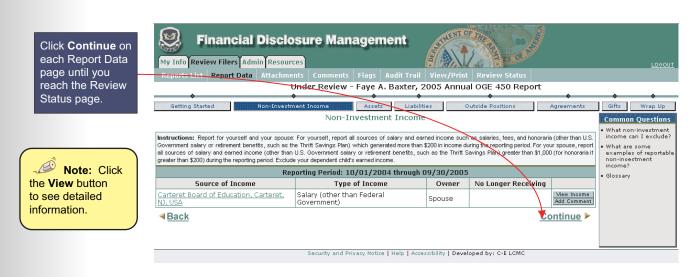




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### 2. Review the Report



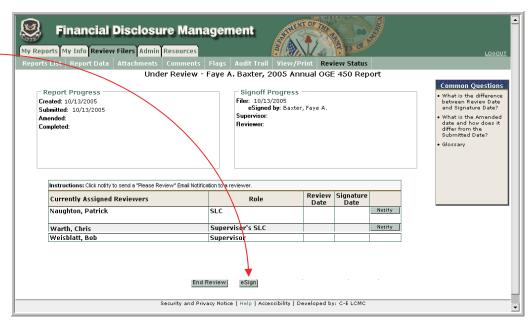
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### 3. eSign the Report



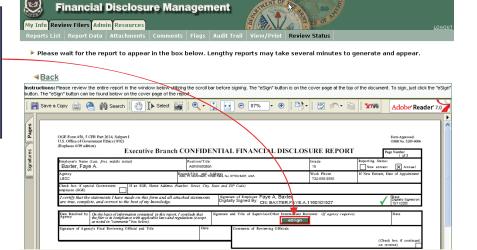
Insert your
CAC into the card
reader when
prompted.

Note: You can also click eSign from the Reports List page. See "Select a Report to View" on page 1.

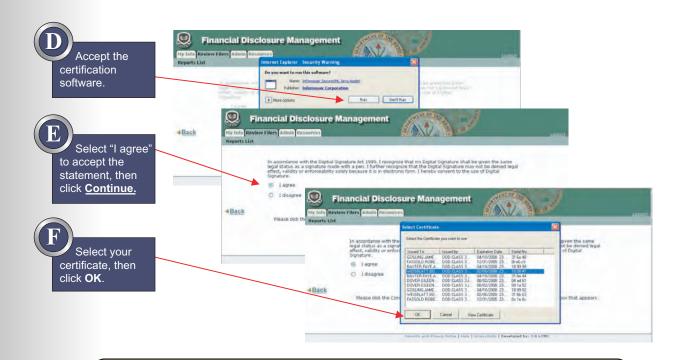




You may need to scroll down to see the eSign button.



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**Note:** FDM displays the Review Status page. The **Review Date** and the **Signature Date** fields are updated to display the date that you eSigned the report.

#### 4. Add Comments

